

BUILDING PERMIT APPLICATION

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
FAIRFAX COUNTY, VIRGINIA  
PERMIT APPLICATION CENTER  
12055 Government Center Parkway, 2nd Floor  
Fairfax, Virginia 22035-5504  
(703) 222-0801

FILL IN ALL APPROPRIATE INFORMATION IN THIS COLUMN  
(PLEASE PRINT OR TYPE)

JOB LOCATION:

ADDRESS 1  
LOT # 2 BUILDING  
FLOOR 3 SUITE  
SUBDIVISION 4  
TENANT'S NAME 5

OWNER INFORMATION: OWNER ☐ TENANT ☐ 6  
NAME 7  
ADDRESS  
CITY STATE ZIP  
TELEPHONE

CONTRACTOR INFORMATION:

CHECK IF SAME AS OWNER ☐ 8  
COMPANY NAME 9  
ADDRESS  
CITY STATE ZIP  
TELEPHONE  
LOCAL CONTRACTOR LICENSE # 10  
STATE CONTRACTORS LICENSE # 11  
COUNTY BUSINESS ACCOUNT # 12  
APPLICANT 13

DESCRIPTION OF WORK

14

HOUSE TYPE 15  
ESTIMATED COST OF CONSTRUCTION 16  
BLDG AREA (SQ FT OF FOOTPRINT) 17  
USE GROUP OF BUILDING 18  
TYPE OF CONSTRUCTION 19

SEWER SERVICE: 20 PUBLIC ☐ SEPTIC ☐ OTHER ☐  
WATER SERVICE: PUBLIC ☐ WELL ☐ OTHER ☐  
OTHER PLEASE SPECIFY

DESIGNATED MECHANICS' LIEN AGENT:  
(Residential Construction Only)

NAME: 21  
ADDRESS:  
NONE DESIGNATED: ☐ PHONE:

CHARACTERISTICS FOR NEW SFD, TH, APT & CONDOS:

# KITCHENS 22	EXTER. WALLS
# BATHS	INTER. WALLS
# HALF BATHS	RCOF MATERIAL
# BEDROOMS	FLOOR MATERIAL
# OF ROOMS	FIN. BASEMENT %
# STORIES	HEATING FUEL
BUILDING HEIGHT	HEATING SYSTEM
BUILDING AREA	# FIREPLACES
BASEMENT	

Any and all information and/or stamps on the reverse side of this form are a part of this application and must be complied with. I hereby certify that I have authority of the owner to make this application, that the information is complete and correct, and that the construction and/or use will conform to the building code, the zoning ordinance and other applicable laws and regulations which relate to the property.

28  
Signature of Owner or Agent Date

29  
Printed Name and Title

PERMIT # 23

FOR INSPECTIONS CALL: (703) 222-0455

DO NOT WRITE IN THIS SPACE - COUNTY USE ONLY

PLAN # 24  
TAX MAP #  
ROUTING DATE APPROVED BY:  
ZONING  
SITE PERMITS  
SANITATION  
HEALTH DEPT.  
FIRE MARSHAL  
BUILDING REVIEW  
LICENSING  
ASBESTOS

FEE \$  
FILING FEE \$  
AMOUNT DUE \$

BUILDING PLAN REVIEW  
REVIEWER # OF HOURS  
REVISION FEES \$  
FIRE MARSHAL FEES \$  
FIXTURE UNITS PLAN LOC. J ☐ R ☐

APPROVED FOR ISSUANCE OF BUILDING PERMIT  
BY DATE

ZONING REVIEW: 25 ZONING CLASS  
USE

ZONING CASE #

SQUARE FOOTAGE OF TENANT SPACE

YARDS:	GARAGE: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
FRONT	OPTIONS: YES <input type="checkbox"/> NO <input type="checkbox"/>
FRONT	REMARKS:
L SIDE	
R SIDE	
REAR	

GRADING AND DRAINING REVIEW 26  
SOILS: # A ☐ B ☐ C ☐  
HISTORICAL DISTRICT  
AREA TO BE DISTURBED (TOTAL SQ FT)  
ADD'L IMPERVIOUS AREA (ADDED SQ FT)  
PROFFERS  
PLAN # APPROVAL DATE

STAMPS:  
  
(See reverse side of application)

REMARKS: 27

30  
Notary Signature Date  
(Notarization required if owner not present at time of application)

The following correspond to lines or sections of the application depicted above.

1. Every building permit is issued by **job location**, and thus every application must have an accurate street **address** listed.
2. The **lot number** of the property on which the job is located should be listed. The **building number** (i.e., Building #3) should be listed if applicable. (Building number is primarily used for multi-building apartment complexes and commercial structures.)
3. The **floor number** and the **suite number** must be listed if applicable.
4. The name of the **subdivision** in which the job is located must be provided.
5. The business name of the **tenant** to occupy the space or building must be listed for commercial projects.
6. *The Code of Virginia* allows both owners and tenants to obtain building permits in their name (often without State or local licenses). Check the appropriate box to indicate whether the **owner information** provided is listing the owner or the tenant acting as owner.
7. List the **name, address, city, state** and current **phone number** of the property owner (or of the tenant if obtaining the permit as owner).
8. Every permit must have **contractor information** listed. This box should be checked if the owner (or tenant, if applicable) is obtaining the permit in their name. Owners and tenants are often exempt from contractor licensing requirements (licensing requirements for owners and tenants is dependent on the value and frequency of work performed by the individual or company). By checking this box, the applicant acknowledges that the owner or tenant is taking responsibility for the work authorized by the permit. See the note to homeowners on the back of the permit application for additional information on who should be listed as contractor.
9. If a licensed contractor is performing the work, list their **company name, address, city, state**, and current **phone number** in this space.
10. Contractors listed on permits must be appropriately licensed by the State and by Fairfax County. In addition to a state license, a contractor may be required to have a valid **local contractors license** (Fairfax County home improvement contractors license). List the home improvement contractor's license number in this space if applicable.
11. Contractors listed on permits must have either a state "A", "B" or "C" contractors license. List the appropriate **state contractors license** number in this space.
12. All contractors working in Fairfax County are required to have a valid Fairfax County business, professional, occupational license (BPOL). List the BPOL number in the space provided for **County business account** number.
13. The "**applicant**" is the individual that presents the application to the County for processing and issuance. (Not necessarily the person to be listed as the owner or the contractor.)
14. A brief (but complete) **description of work** to be performed must be provided. (e.g., build deck, build 2 story addition with garage, finish basement, build custom single family dwelling, build 6-story office building, reroof...)
15. If multiple houses are being constructed using the same set of plans, using the masterfile permit program, list the **house type** to be constructed at this address.
16. List the **estimated cost of construction**. The estimated cost includes the cost of material and labor, but does not include the cost of electrical, mechanical and/or plumbing work.

17. The **building area** is determined by the dimensions of the building's footprint. The footprint of the building is the outline of the building as drawn on the ground. Provide the square footage of the outline or footprint.
18. All buildings and structures are classified in the building code with respect to use (e.g., R=residential, B=business, E=education). The **use group of the building** or structure must be listed.
19. The **type of construction** is a classification based on any 1 of 5 types of construction as defined in the building code. The type of construction must be listed in this space.
20. The boxes for the type of **sewer and water service** on the property must be checked.
21. This space is for residential properties only. Virginia law requires the applicant to list the name, address and phone number of a **designated mechanics' lien agent** or indicate that this is "none designated." List the appropriate mechanics' lien agent information in this space.
22. This space is for the new construction of single family dwellings, townhouses, apartments and condominiums only. Information with respect to the listed **building characteristics** must be provided in this space.
23. The **permit number** is provided by County staff. This application will be assigned a building permit number that will be used to track the application and the permit throughout its existence. Take special note of the assigned permit number because it is needed to schedule inspections as well as for referencing any correspondence.
24. **For County use only.** This section is to record County approvals and for fee calculation.
25. For County use only. The **zoning review** section is for listing zoning information and related building restrictions.
26. For County use only. The **grading and drainage review** section is for noting site characteristics and related building restrictions. The "stamp" area is for noting site information, site restrictions and building requirements for the lot in question. The reverse side of the permit application has additional area designated for stamps that specify requirements that must be complied with.
27. For County use only to record **remarks**.
28. The **signature of the owner or owner's agent** must appear on the application. If the owner (or tenant acting as owner) does not sign the application, then a qualified agent may sign the application. Qualified agents include licensed contractors and architects employed in connection with the proposed work. If the owner or owner's agent is a corporation or firm, then an officer or a respective agent may sign the application on behalf of the corporation or firm. (See note to property owners on the back side of the permit application form for more information on who should apply for the permit.)
29. Print the **name and title** of the person signing the application. (i.e., owner, contractor, architect, president, manager...)
30. If neither the owner of the property nor a qualified agent (as discussed above in #29) is submitting the application in person, then the signature of the owner's agent must be notarized by a **notary public**. The County will often accept notarized affidavits from property owners in lieu of notarized applications. (Affidavits forms are available from the Permit Application Center.)